

# GeoWorks *Ensemble*

**VERSION 1.2**



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# G E O W O R K S   E N S E M B L E

**THINGS YOU WON'T FIND**

**V E R S I O N   1 . 2**

**IN THE USER'S GUIDE**

**USER'S GUIDE ADDENDUM**



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## I N T R O D U C T I O N

It's been half a year since the first version of GeoWorks Ensemble shipped. Since then we've received several major awards for the product. More importantly, however, we've been busy adding a lot of new features to the original Ensemble to create an *even better* version of Ensemble—the one that you're about to install (or have already installed, for those of you who just couldn't wait). As you use it, take a look at the improvements: A spelling checker built right into GeoWrite. International support. Support for PostScript® printers, too (not to mention a bunch of other printers as well). We've also thrown in a new game (Tetris). A way to use off-the-shelf fonts with Ensemble (Nimbus Font Converter). And a handy utility for diagnosing installation problems (GeoHelp). We've even provided new, more extensive documentation for those features that were squeezed into the first version of Ensemble only *after* the User's Guide had already gone to press (Banner, Solitaire, Fuse and Defuse, and so on). So take a quick look through this book to get familiar with what's new in version 1.2!



**4 BRIEFLY NOTED** *There are quite a few improvements that don't need a lot of explaining.*

*part of GeoWrite. The spelling checker comes with an extensive built-in dictionary, as well as a personal dictionary for the*

*Ensemble works with the new MS-DOS 5.0 task swapping feature.* **13 TETRIS** *One of the most addictive*

**WAYS TO CUSTOMIZE ENSEMBLE** *With a couple dozen new options, the Preferences desk*

**PROCESSORS** *Here's the answer to an often asked question: how do you transfer documents between GeoWrite*

*features not only make it easier to make really complex pictures, but you can also use them to stretch and distort text.*

*document after all? The Printer Control Panel in the Express menu shows you all the documents that are still waiting to*

*found its way into the original Ensemble release, but it's been begging for some formal documentation ever since.*

**34 USING NIMBUS FONTS WITH ENSEMBLE** *We've made it easy to incorporate*

**REMOVING ENSEMBLE** *Use our utility to remove Ensemble completely from your hard disk—*

**THE SCREEN** *Want a picture of an Ensemble window for one of your documents? The Screen Dumper lets you*

**6 CHECKING YOUR SPELLING** *Perhaps the feature most requested by our customers—it's now*

*special words you use.* **11 ENSEMBLE AND DOS 5.0 TASK SWAPPING**

*computer games you'll ever play, this productivity-buster comes included with GeoWorks Ensemble.* **17 MORE**

*tool gives you more ways to "hot rod" Ensemble.* **24 GEOWRITE AND OTHER WORD**

*and other word processors?* **26 GEODRAW'S FUSE AND DEFUSE** *These two simple*

**28 KEEPING AN EYE ON YOUR PRINTING** *You don't want to print that*

*print on your printer, and lets you cancel them at any time.* **30 MAKING BANNERS** *Banner*

**32 SOLITAIRE** *Another program that wasn't documented for the original release is documented here.*

*off-the-shelf fonts from URW, one of the world's largest type foundries.* **36 COMPLETELY**

*including directories, subdirectories, and the whole works.* **37 TAKING "SNAPSHOTS" OF**

*take a "snapshot" of the screen in a format that you can use in your favorite desktop publishing package.*

### DOCUMENT TEMPLATES

In your Document directory, you'll find a folder labeled TEMPLATE. Open it. Inside are documents that you can easily customize to suit your needs—prefab documents that can save you a lot of time because all the layout work is already done. Just select the text you'd like to customize and replace it with your own.

### NEW DOS PROGRAM ICONS

Use these new icons to liven up your DOS Programs Screen. We've included icons for some of your favorite DOS programs as well as a host of "generic" buttons.

### SAMPLE GEOCOMM SCRIPTS

GeoComm comes with several scripts to help you sign on to certain on-line services—you can also use these scripts to build your own.

### POSTSCRIPT AND OTHER NEW PRINTER DRIVERS

Now you can print on Postscript printers—including Apple Laserwriters, QMS, and HP printers with PostScript cartridges. You can also print to a PostScript file. And on the dot-matrix side, there's a whole slew of new printer drivers.

### SUPPORT FOR NEW KEYBOARDS

You can use French, German, even Belgian keyboards simply by changing your Ensemble preferences.



## DOS 5.0

GeoWorks Ensemble is completely compatible with MS-DOS 5.0. It even works with the new MS-DOS 5.0 Task Swapping feature! (Flip to "Ensemble and DOS 5.0 Task Swapping" in this guide.)

## GEOHELP

If you're having trouble installing GeoWorks Ensemble, GeoHelp offers a quick way to get your questions answered without having to pick up the phone. In fact, *before* you call customer service, try GeoHelp and take a look at the "Before You Call Tech Support" entry.

(Start GeoHelp by typing `geohelp` at the DOS prompt in the GeoWorks directory.)

## ENSEMBLE IS BIGGER, BUT YOU DON'T HAVE TO INSTALL EVERYTHING

This new version of Ensemble (Version 1.2), with all its new features, takes up about five megabytes of hard disk space. If you don't have that much room on your hard disk, you should take advantage of the new Selective Install option during Setup. Selective Install gives you the choice to install only those parts of Ensemble you think you'll need. (Remember, though, that you can't use anything that you don't install.)

## CUSTOM PAPER SIZES IN "PAGE SETUP"

European A4, legal, and envelope page sizes are now available in GeoWrite's and GeoDraw's Page Setup. And you're not limited to these preset page sizes either. You can give your GeoWrite and GeoDraw documents *any* page size—from as little as two inches square to as large as 45 inches square.

The GeoWrite spelling checker checks the spelling of words in your document by looking them up in two electronic dictionaries. The first, the *System Dictionary*, is a permanent, 100,000-word American English dictionary. The second, the *User Dictionary*, is empty until you add your own special or unusual words. When the spelling checker finds a word in your document that's not in either of these dictionaries, it flags the word as "unknown" and stops to give you a chance to fix the word.

6 "Unknown" words aren't *necessarily* misspelled, they simply aren't in the dictionaries. As the spelling checker stops on "unknown" words that are, in fact, spelled correctly, you can skip them or add them to the User Dictionary.

Also note that the spelling checker can't tell if you're using incorrect grammar—for example, it won't catch cases where you use "your" instead of "you're." Nor can it recognize words that are misspelled if the misspelling is also a word, meaning that it won't catch the case where you mistyped "found" as "fund," since the latter is indeed a word.

## CHECKING THE SPELLING IN A DOCUMENT

A spelling check begins when you select Check Spelling from the Edit menu.

① This brings up the Check Spelling dialog box, the "control room" for the spelling checker. It's from here that you steer the spelling checker through your document, correct unknown words as they pop up, and edit your User Dictionary.

### CHOOSING A STARTING POINT

Before you check your document, you have to tell the spelling checker where to start and how far down the document to go. The spelling checker allows you to check three different portions of your document: ②

*A single word or section of text:* Double-click a word, triple-click a paragraph, or drag the pointer to select some range of text. (Don't worry about only selecting part of a word—the spelling checker will still check the entire word.) Choose Check Spelling from the Edit menu, then click Check Selection in the Check Spelling dialog box. The spelling checker will check only the selection.

Beware the Jubjub bird, and shun the frumious bandersnatch!

If you only want to check a small bit of text, select it and click Check Selection.

*From the text cursor to the end of the document:* Click somewhere in the document to position the text cursor, but don't select anything. Choose Check Spelling from the Edit menu, then click Check to End of Document. This option is great for continuing a spelling check after you've stopped to do some major repairs in the middle of your document.

*The whole document:* Make sure that no text is selected. Choose Check Spelling from the Edit menu and click Check Entire Document.

### TAKING CARE OF UNKNOWN WORDS

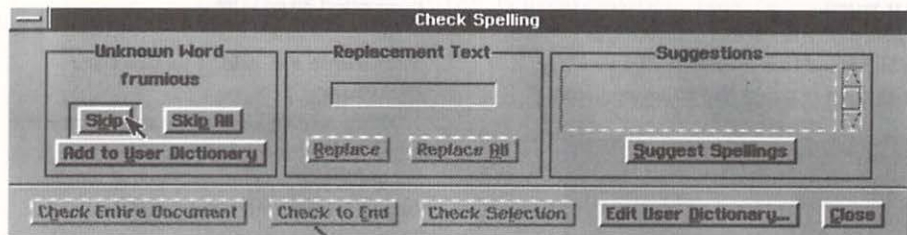
When the spell checker finds a word in your document that's not in either of the dictionaries, it does several things. It highlights the word in the document (you may need to move the Check Spelling dialog



You can also press **F5** to start the spelling checker.



You can change your starting point even after you've started a spelling check. Just click at a new place in your document, and then click one of the three start buttons again.

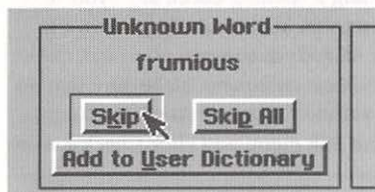



The Check Spelling dialog box, the "control room" for the spelling checker. • The Unknown Word box shows the flagged word. • Next to it is the Replacement Text box, where you type in the corrected word. • The Suggestions list on the right lists words that are similar to the Unknown Word. • On the bottom row, click any of the three "start" buttons to begin checking your document (or click Edit User Dictionary to add and remove words from the User Dictionary). • Click Close to end a spelling check.


box to see the word); it places the word in the box labeled "Unknown Word"; and it gives you several ways to fix the word:

### Technique #1: Ignore it.

Click Skip. This is how you tell the spelling checker that yes, the word is spelled correctly, but no, you don't want to store it permanently in the User Dictionary. The next time it finds this word, the spelling checker will stop again. Clicking Skip All causes the spelling



 **Shortcut:** Select the Unknown Word and Quick Copy it to the Replacement Text box.

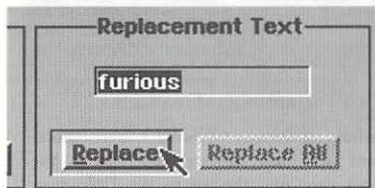
 **Shortcut:** Double-click a word in the Suggestions list to have it automatically replace the unknown word.


checker to continue ignoring occurrences of the word until the Check Spelling dialog box closes (usually when the spelling check is complete).

Note that if the Reset Skipped Words List When Spelling Check Complete option is off, it will continue to ignore this word even if you check another document.

### Technique #2: Replace it with your own word.

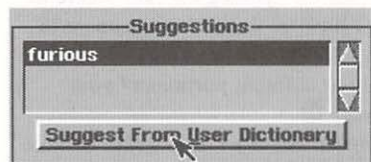
Just type the correct word in the Replacement Text box. Click Replace, or Replace All if you'd like to immediately




replace every occurrence of the misspelled word in the document. 

### Technique #3: Have the spelling checker suggest a replacement.

The spelling checker can search its dictionaries to find words that are similar in spelling to the unknown word—simply click Suggest Spellings. The spelling checker searches the System Dictionary and displays its findings in the Spelling Suggestions box. Use the scroll bar to move through the list. If the correct word isn't listed, you can click Suggest from User Dictionary to have the spelling



checker look for possible replacements in the User Dictionary.

If you find the correct word in the list, select it. The word appears in the Replacement Text box, where you can change it if you like. When you are satisfied with the Replacement Word, click Replace (or click Replace All if you want to replace all occurrences of the misspelled word). 

### Technique #4: Add it to the User Dictionary

Click Add to User Dictionary. Since the word is now recorded in the User Dictionary, the spelling checker will not stop if it encounters the word, in this or any other documents.

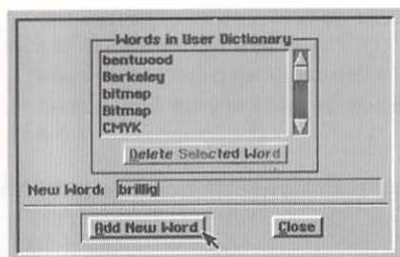


## EDITING THE USER DICTIONARY

The System Dictionary supplied with Ensemble contains over 100,000 words, a lot when you consider the number of unique words in the typical business letter or report, but a relative drop in the bucket compared to the number of words in the English language itself. The Oxford English Dictionary, by comparison, lists over half a million.

This is where the User Dictionary comes in. When the spelling checker flags words that you think should be in a dictionary—but aren't—simply click the button labeled "Add to User Dictionary" and the word will be added to the User Dictionary.

You can add and remove specific words from the User Dictionary at any time by clicking the Edit User Dictionary button.



The Edit User Dictionary dialog box, a convenient place for adding and removing words.

## ADDING A WORD TO THE USER DICTIONARY

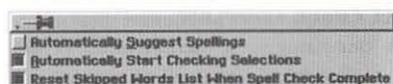
In the Check Spelling dialog box, click Edit User Dictionary. Type the word in the New Word field and click Add New Word. Since it's now part of the dictionary, the spelling checker won't stop for it in subsequent spelling checks.

## REMOVING A WORD FROM THE USER DICTIONARY

Open the Edit User Dictionary dialog box. Select the word in the list and click Delete Selected Word. The word is removed from the dictionary, and the spelling checker will stop for it in subsequent spelling checks.

## CUSTOMIZING THE SPELLING CHECKER

You can customize some of the behavior of the spelling checker via the Spell Check Options menu, which you'll find in the GeoWrite Options menu.



This second menu appears when you choose Spell Check Options from the Options menu.

## AUTOMATICALLY SUGGEST SPELLINGS

With this option *on*, the spelling checker automatically looks for suggested spellings when it finds an unknown word. With the option *off*, you must click Suggest Spellings to see suggestions.

*Why you might want to use this option:* It saves an extra step and since you'll often find the correct spelling in the suggestion list, it makes it easier to fix the misspelled word.

*Why you might not:* On some slower computers, finding suggestions can take a long time.

#### AUTOMATICALLY START CHECKING SELECTIONS

Normally this option is *on*. When you select some text and choose Check Spelling (or press **F5**), the spelling checker automatically begins checking the selection, rather than waiting for you to click the Check Selection button. But when you turn this option *off*, it first waits for you to click the button.

*Why you might want to use this option:* If the option is on, you save mouse clicks when you just want to quickly check the spelling of a word or two.

*Why you might not:* It's sometimes jarring to have the spelling checker just plunge ahead and start checking your text.

#### RESET SKIPPED WORDS LIST WHEN SPELL CHECK COMPLETE

A long name for a useful feature. When you click Skip All, the spelling checker skips every occurrence of the misspelled word. But how long does the spelling checker continue to skip it? With this option *on*, the spelling checker will only skip the word until the spelling check is complete. After that, the word's once again fair game, and the checker will flag the word when it finds it.

With the option *off*, the spelling checker will keep on skipping the word until you close GeoWrite or shut down

Ensemble. Not only that, it will skip the word even when you check the spelling of other documents (that is, if the documents are open in the same GeoWrite).

*Why you might want to use this option:* Sometimes, as you race through an initial spelling check, you may skip words that you don't want to skip later. Or, if you intend to check spelling in another document, you'll want the spelling checker to flag those words you had it skip in the first document.

*Why you might not:* Turn the option off if you check the spelling in your document a lot, and you don't like it flagging the same skipped words every time.

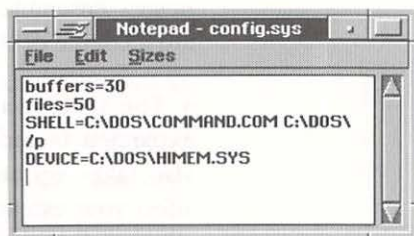
Version 5.0 of MS-DOS comes with several eagerly awaited features, of which perhaps the most eagerly awaited is *task swapping* (the ability to run several DOS programs simultaneously). Ensemble is compatible with this feature, though there are a couple of sticky points:

- The task swapper itself, DOSSHELL.COM, takes all of expanded memory for itself, leaving none for Ensemble. It also takes up about 40K of regular memory, but it doesn't affect your extended memory at all.
- When you switch from Ensemble into another DOS program (such as a spreadsheet or word processor), everything that you were doing in Ensemble is put on hold. If you're in the middle of printing a document, it will stop printing. If you then try to print something from a DOS program, it will probably come out in the middle of the Ensemble document. Because of this, we advise you to completely finish printing (and saving) your documents before switching out of Ensemble.
- Ensemble generally keeps a lot of files open. Normally this isn't a problem, but if you run other DOS programs that *also* open lots of files, DOS might suddenly complain that you've opened too many files. Fortunately, this is easy to fix (see "Before You Use the Task Swapping Feature," discussed a little later).
- The MS-DOS Shell gives you several keystrokes that you can use to switch applications. However, only the **Ctrl** + **Esc** combination works in Ensemble.

## BEFORE YOU USE THE TASK SWAPPING FEATURE

Before you try to run Ensemble side by side with other DOS programs, you need to make sure that DOS can handle the large number of files that will be open at the same time.

To do this, you need to alter your CONFIG.SYS file (found in the root directory of drive C). It probably already contains a line that begins with "files=", which limits the number of files that can be open at one time. Ensemble will refuse to switch to another program if this number is too small—you should set the number to be at least 80 (100 is even better).



Open your CONFIG.SYS file with the Notepad...

### TO CHANGE YOUR CONFIG.SYS FILE...

1. Start up GeoWorks Ensemble.
2. Start the Notebook application. A blank notebook page appears.
3. Open your CONFIG.SYS file by choosing Open from the File menu. The CONFIG.SYS file should be in the root directory of drive C.

4. Look for the line that begins

files=

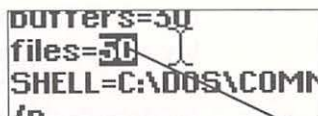
Edit the line to read

files=100

If there is no line that reads "files=x," type "files=100" (without the quote marks) on a new line at the end of the file.

5. Save the changes you've made and exit GeoWorks Ensemble.

6. Restart your computer by pressing **Ctrl** + **Alt** + **Del**. This puts the new value into effect.



...And change the number of files to be at least 80, if not 100.



It's starting to look like the most popular Russian export is not vodka, or even caviar, but a simple computer game called Tetris. It's easy to learn, hard to master, and unfailingly addictive—don't start playing Tetris if you expect to stop.

In Tetris, you guide falling shapes into a well, trying to make them fill rows as you go. Filled rows disappear, giving you room to work. And room is what you need, for when the pieces stack up to the top of the well, the game ends.



## THE GOAL

Keep playing for as long as you can, accumulating points as you go.

## PLAYING THE GAME

Tetris is easy to operate, since you only need to learn to use a few keys.

### MOVING THE PIECES IN TETRIS

The keys you use to move the pieces are essentially the same for single-player and two-player Tetris. However, in two-player Tetris, the left player can use either of the two left sets of keys, while the right player can only use the right (keypad) set. (See the chart on the next page.)

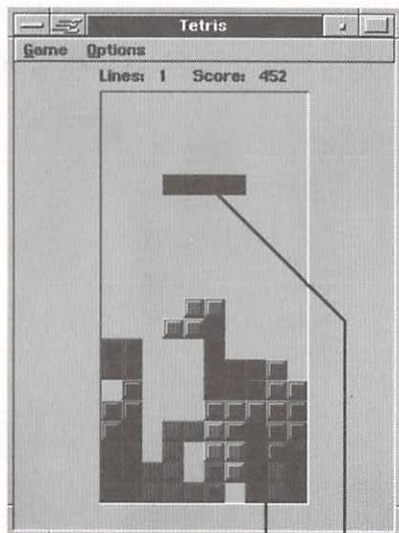
### TO START A GAME OF TETRIS...

1. Start the Tetris application by double-clicking the Tetris icon in the Professional Workspace. The Tetris game window appears.
2. In the Options menu select one or two player, preview mode, starting level, and other parameters to adjust the playing level.
3. Choose Start New Game from the Game menu. Pieces will start raining down from the top of the well.

## SCORING

Scoring in Tetris is not complicated; the more challenging the play; the more points you get. Here are some of the specific scoring rules:

- Every time a piece lands on the pile you get a certain number of points (which goes up as the game level increases).
- When you drop a piece by pressing **Spacebar**, you get extra points. The farther it drops, the more points you get.
- You get 1,000 points when you clear four rows at once.
- However, you score fewer points when you're playing with the Preview Pieces option on.



In Tetris, pieces fall down the "well" and land on the pile below. When you completely fill a row, it disappears and the pile shrinks by one row. Simple, right?

## TWO-PLAYER TETRIS

In two-player Tetris, like in the single-player version, you try to rack up as many points as you can—it's just that your opponent is simultaneously doing the same thing.

Here's the tricky part. There are actually two ways that a game of two-player Tetris can end:

- Both players' piles reach the top of the well.
- One player's pile reaches the top and the other player has more points. (The one with more points wins, of course.)

### TO START A GAME OF TWO-PLAYER TETRIS...

1. Select Two Players from the Options menu.
2. In the Options menu, set up your game (see Setting Tetris Options a little later).
3. Choose Start New Game from the Game menu.

## SETTING THE TETRIS OPTIONS

Tetris comes with many options—found in the Options menu—to test your mastery of the game.

### Two Players

You and a friend can have it out in this special “cutthroat” version of Tetris.

### Preview Pieces

Your crystal ball. With this option *on* you see the next piece that will drop, *before* it appears in the well. Of course, using this option takes some of the challenge of the game, and you get less points than you would otherwise.

### Players Get Identical Pieces

In two-player Tetris, this option is one way to keep everything fair. Sort of. Both players get the same sequence of falling pieces, instead of each one getting different pieces.

### Set Left Player's Game Level/Set Right Player's Game Level

You can set different starting game levels for each player. Use this if you and your opponent aren't quite evenly matched.

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## MANEUVERING TETRIS PIECES

One Player	Use any of the three key combinations		
Two Player	Left player	Right player	
Move piece left	[D]	[J]	←
Move piece right	[F]	[L]	→
Rotate clockwise	[G]	[K]	5 on keypad
Drop piece	[Spacebar]	[Spacebar]	↓ or [Ins]
Increase difficulty	[I] (“i”)	[R]	↑

### Set Starting Lines

Tetris starts your game with some lines partially filled at the bottom. This makes the game exciting from the moment it starts.

### Penalize Opponent

This option makes two-player Tetris just plain nasty. There even are several ways to penalize an opponent:

*Never:* Each player plays a normal, friendly Tetris game.

*Every Other Line Filled:* Here things become a little less friendly. Every *other* time you clear a row, an extra, partially filled row is added on your opponent's side. And vice versa, of course.

*Every Line Filled:* Each line you fill adds a line to your opponents side.

*Multiple Lines Filled Only:* For advanced matches. You need to clear two lines to penalize your opponent one line; clear three lines to penalize him two; and four lines to add four.

### Show High Scores

Choose this to see a list of the top ten scores.

### Reset Games Won

In the two-player version, Tetris keeps a running total of the games each player

has won. Choose this option to set the tally to zero.

### Save Options

If you're satisfied with the options you've set and would like Tetris to remember them, select Save Options. The next time you start Tetris, these options will be in effect.

## PAUSING THE GAME

If you're in the middle of a game and you need to stop for a second (say, to answer the phone), simply choose Pause Game from the Game menu. While Tetris is paused none of the pieces move. When you're ready to go back to playing, choose Continue Game from the Game menu. The game will pick up again as though you'd never left. (The Pause Game feature is also a great way to stop and calm your panic when the pile of pieces gets large and the pace really picks up.)

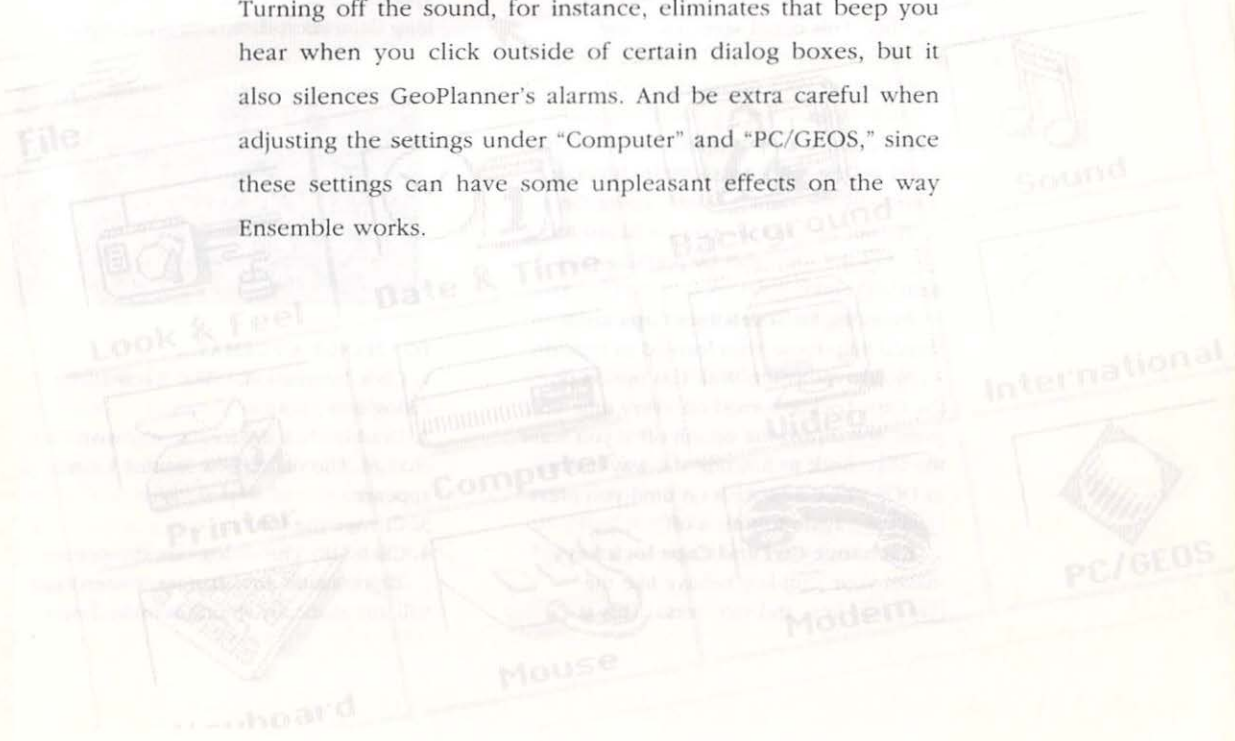


Rotate the pieces as they fall so that they fit snugly into the pile below.



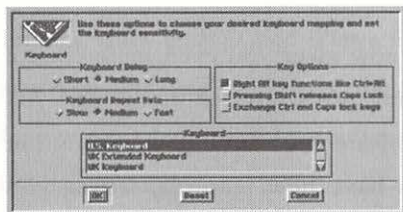
The Preferences desk tool now gives you even more control over your system—something that's obvious the second you start Preferences up. Not only are there three new buttons, but even the original buttons have new features, letting you customize everything from how fast a key repeats when you hold it down to choosing the character used as a decimal point in numbers.

Remember to “hot rod” your computer with care, though. Changes you make can have unexpected consequences. Turning off the sound, for instance, eliminates that beep you hear when you click outside of certain dialog boxes, but it also silences GeoPlanner's alarms. And be extra careful when adjusting the settings under “Computer” and “PC/GEOS,” since these settings can have some unpleasant effects on the way Ensemble works.



## CUSTOMIZING YOUR KEYBOARD

You can change the way Ensemble responds to your keyboard. Simply click Keyboard.



**Keyboard Delay** changes how long you must hold down a key before it starts repeating.

**Keyboard Repeat Rate** sets the speed at which the key repeats.

**Right Alt key functions like Ctrl + Alt** makes pressing the right **Alt** key the equivalent of pressing **Ctrl** + **Alt** together. This could save you some keystrokes. For example, to place a long “en” dash in your document you’d normally hold down **Ctrl** and **Alt**, and type a dash. With this option on, you could get the same character by holding down only the right **Alt** and typing the dash. (But be careful—you could also do a **Ctrl** + **Alt** + **Del** reset by pressing only right **Alt** and **Del**.)

**Pressing Shift releases Caps Lock** should help those who learned to type on a regular typewriter. With this option on, the Caps Lock is turned off every time you press **Shift**. Turn the option off if you want the Caps Lock to function the way it does in DOS—that is, it stays on until you press **Caps Lock** again to turn it off.

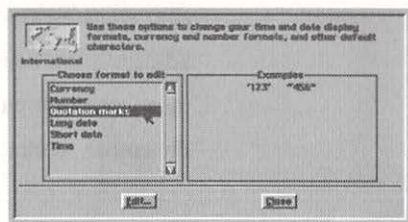
**Exchange Ctrl and Caps lock keys** makes your **Ctrl** key behave like the **Caps Lock** key, and vice versa. This is

handy because half the keyboard manufacturers seem to put **Caps Lock** above **Shift** and **Ctrl** below, while the other half seem equally determined to put **Ctrl** above and **Caps Lock** below.

**Keyboard** changes the way Ensemble “maps” the keys on your keyboard to the characters that they produce. If your keyboard is configured to the British layout, pressing **Shift** and **4** produces the pounds sterling character, instead of a dollar sign. (This association of keys to the characters they produce is known as “keyboard mapping.”)

## CUSTOMIZING ENSEMBLE FOR OTHER COUNTRIES

You can change the standard currency symbol, decimal point, quotation mark, long date, short date, and time formats.



### TO CHANGE A FORMAT...

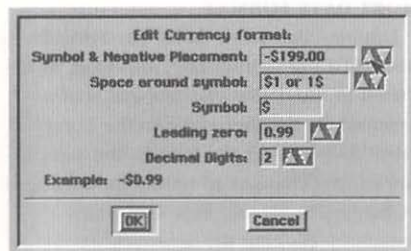
1. Click International. The International dialog box appears.
2. Double-click the format you wish to change. The dialog box for that format appears.
3. Change the format.
4. Click OK. The dialog box disappears.

If you made any changes, Preferences will automatically shut Ensemble down

and start it back up again so that the changes can take effect.

## CURRENCY FORMAT

Change the various currency defaults by double-clicking Currency. Any changes you make will be reflected in the example in the lower-left corner of the dialog box.

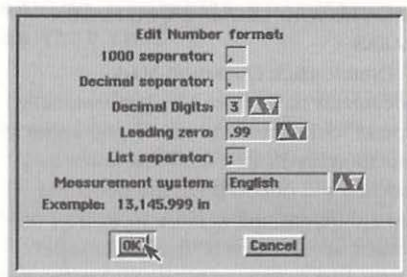


You can:

- Change the placement of the currency symbol and negative sign.
- Choose a different currency symbol.
- Turn leading zeroes on or off.
- Set the standard number of decimal places.

## NUMBER FORMAT AND MEASUREMENT UNITS

You have control over the way numbers are presented, as well as the standard measurement system (English or Metric) used in GeoWrite. Double-click Number to change the settings. When finished, be sure that the example in the lower-left corner of the box is correct before clicking OK.



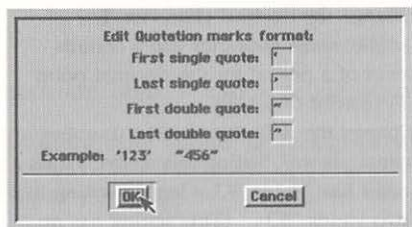
You can:

- Change the character used to separate thousands. The default is a comma (as in "1,000,000").
- Change the decimal character. For example, some countries use a comma instead of a period for the decimal point (3,14 instead of 3.14).
- Change the default precision (number of decimal places). Setting this to five yields a number like "3.14159," whereas setting it to two yields "3.14." (This setting has no effect on the Calculator desk tool.)
- Turn the leading zeroes on or off. Turning on leading zeroes yields numbers like "0.25", while turning them off gives you ".25" instead.
- Type in a new list separator. This is the character that shows up as the delimiter in a series of numbers (for example, "1,2,3,4," where the list separator is a comma).
- Use the arrow buttons to change the default measurement system to Metric or English.

## OPENING AND CLOSING QUOTATION MARKS

Double-click Quotation Marks.

Documents have more of a professionally typeset look when you use "typographer's" quotation marks (the kind that come in a matched set, one to open the quotation and a different one to close it) instead of straight up-and-down "typewriter style" quotes (the " mark and ' mark). Typewriter quotes are more often used to indicate measurements in feet and inches (he's 6' 3" tall) or minutes and seconds of arc (as in N 38° 4' 10").



## LONG DATE FORMAT

The Long Date shows the weekday (Sunday, for instance) in addition to the month, year, and day. double-click Long Date to alter the format. As you alter the format, the sample date changes to reflect the settings.

- Change the weekday, month, day, and year formats by clicking the arrows.

- Note that the second and third fields both can contain either the month or day. This is so you can choose to have the day first, followed by the month (as is common in Europe), or vice versa.

- Type new separator characters in the small fields between the weekday, month, day, and year fields.

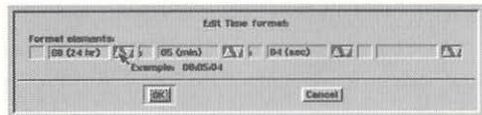
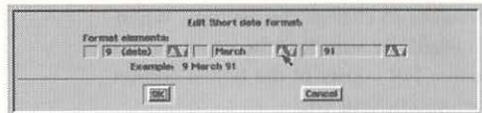
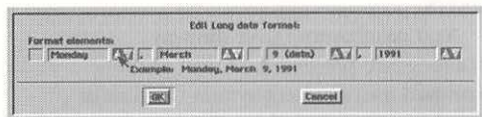
## SHORT DATE FORMAT

Double-click Short Date. The Short Date shows just the month, day, and year, and is used in windows where space is at a premium (as an alternative to the Long Date). As you alter the format, the sample date shown changes to reflect the settings.

- Change the month, day, and year formats by clicking the arrows.
- Type new separator characters in the small fields between the month, day, and year fields.

## TIME FORMAT

Double-click Time in the International Settings dialog box. You can choose both twelve and twenty-four hour formats. As



The Long Date Format, Short Date Format, and Time Format dialog boxes all work pretty much the same way. You can change both the format and position of each component, and also pick the character inserted between them.



you alter the format, the sample date shown changes to reflect the settings.

- Change the time formats using the arrow buttons.
- Type new separator characters in the small fields between the hour, minute, and second fields.

## CONTROLLING THE SOUND

You can turn Ensemble's sounds on or off by clicking Sound. The setting here affects sounds throughout Ensemble, and this can lead to some unforeseen side-effects—for instance, turning off the sound also silences GeoPlanner's alarms.

### TO TURN ALL ENSEMBLE SOUND ON OR OFF...

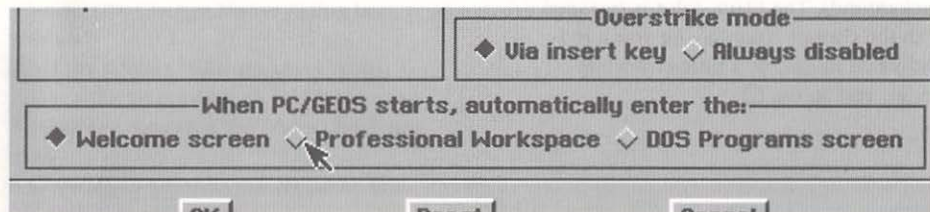
1. Click Sound in the Preferences window. The Sound dialog box appears.
2. Click On or Off.
3. Click OK. The setting takes effect immediately, so Ensemble doesn't need to be restarted.

## AVOIDING THE WELCOME SCREEN

There's a new setting in Look & Feel that lets you bypass the Welcome screen whenever you start GeoWorks Ensemble. (The other Look & Feel settings are documented in the User's Guide.)

### TO BYPASS THE WELCOME SCREEN...

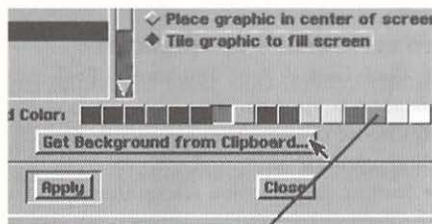
1. Click Look & Feel. The Look & Feel dialog box appears.
2. Choose the new starting screen. You get three choices:
  - Start in the Welcome screen (the standard setting).
  - Start in the Professional Workspace, which saves you from having to click the Professional button on the Welcome screen.
  - Start in the DOS Programs screen, which saves you from having to click the DOS Programs button.
3. Click OK.




Pick your starting point—you can bypass the Welcome screen entirely when you start Ensemble.

## NEW BACKGROUND FEATURES


You can add some color to your black-and-white background images by clicking one of the color squares. You can also create your own background pictures using GeoDraw.




Change the color of your background image by clicking one of the  Color buttons. • Click Get Background from Clipboard to pull a GeoDraw image off of the clipboard and make it a background.

### TO CHANGE THE COLOR OF YOUR BACKGROUND...

1. Click Background. The Background dialog box appears.
2. Click one of the Color buttons to select the desired color for the background.
3. Click Apply. The background changes color.

This setting only affects black-and-white background images (or the standard solid background). The black color is replaced with the chosen color, giving you a red-and-white image, or a blue-and-white image, and so on. 

 You can easily look at the background by closing the Background dialog box and minimizing all open windows.

## CREATING A BACKGROUND IN GEODRAW

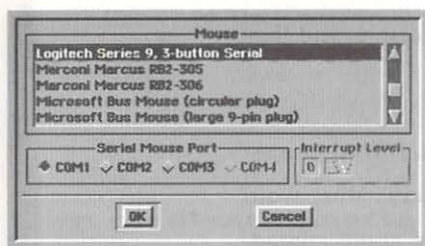
Anything that you can create in GeoDraw can become an Ensemble background image. And we mean *anything*. You can include text, colored shapes, TIFF (Tag Interchange File Format) and PCX (PC Paintbrush) images—anything that you can do in GeoDraw.

### TO CREATE A BACKGROUND PICTURE USING GEODRAW...

1. Create a picture in GeoDraw.
2. Select all of the objects in the picture. You can drag to select the objects, or hold down the Control key and select them individually.
3. Choose Copy from the Edit menu. This copies the picture to the Clipboard.
4. Switch to Preferences and click Background. The Background dialog box appears.
5. Click Get Background From Clipboard. A dialog box appears asking you to enter a file name.
6. Enter a name and click OK. This copies the picture from the Clipboard into the new file, and also displays it as the background. The file name appears in the Backgrounds Available list, so you can select this picture again at a later date.

## MOUSE

The Mouse Configuration dialog box has an added option: Interrupt Level. This option only applies to a few types of mouse devices, those that require a specific interrupt level. If you don't have one of these mice, don't worry about it—the Interrupt Level option will be greyed out. If you do have one of these mice, you should check the documentation that came with your mouse to make sure that the interrupt level setting is correct.



If your mouse needs a special interrupt level to function correctly, you can select one in the Change Mouse dialog box.

### TO SET YOUR MOUSE'S INTERRUPT LEVEL...

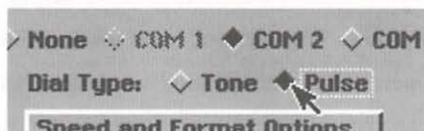
1. Click Mouse. The Mouse dialog box appears.
2. In the Type of Mouse area, Click Change. The Change Mouse dialog box appears.
3. Set the correct Interrupt Level. Your mouse's documentation should have more information regarding the correct interrupt level.
4. Click OK. Ensemble will restart so that this option can take effect.

## MODEM

If you can't use tone dialing with your phone line, you can have the modem simulate a pulse dial telephone.

### TO SET YOUR MODEM TO DO PULSE DIALING...

1. Click Modem. The Modem dialog box appears.
2. Set the Dial Type to Pulse.



3. Click OK.

Even though all word processors seem to be pretty much the same, they usually aren't the same when it comes to the internal format of their documents. This means that you can't just take a document from one word processor and open it with another. This general rule also applies to GeoWrite. It can't open documents created with other word processors, and they can't open documents created with GeoWrite.

If you want to transfer a document from another word processor to GeoWrite, or vice versa, there *is* a way. Most word processors, page layout programs, and even some spreadsheets have the ability to translate to (export) and translate from (import) a common format known as the "text" file. Text files (also known as ASCII—American Standard Code for Information Interchange—files) contain all the letters, numbers, and some of the special characters of a document, but not the formatting information. That is, these text files contain no italics, boldface, extra fonts, paragraph spacing, colors, or any of the other things that add pizzazz to GeoWrite documents.



## BRINGING TEXT FILES INTO GEOWRITE

Remember that when you import a text file into GeoWrite, it comes in with almost no formatting at all. You can, however, add italics, boldface, and other flashy things to your document once it's been imported.

### TO IMPORT A TEXT FILE...


1. Open a GeoWrite file, or select New from the File menu to create a new document.
2. Click to place the text cursor where you'd like to insert the imported text, or select text you would like the imported text to replace. Keep in mind that the imported text takes on the same style as the text at the insertion point.
3. Select Insert From Text File from the File menu. A dialog box appears, showing a list of files.
4. Find the file you want to import, changing directories if necessary.
5. Double-click the name of the file you want to import. The contents of the file are placed in your document at the current insertion point.

## SAVING GEOWRITE DOCUMENTS AS TEXT FILES

You can save any GeoWrite document as a text file. Again, this text file won't look quite the same as the original, since it'll lose most of its formatting except for tabs and special characters. But you should be able to import this text file into other word processors.

Also note that the file won't be saved with carriage returns at the end of each line. You'll only find carriage returns in the text file where you specifically pressed **Enter** in the GeoWrite document—that is, at the end of paragraphs.

### TO EXPORT A TEXT FILE...

1. Open a GeoWrite document.
2. Select Save as Text File. A Save dialog box appears.
3. Type in a DOS filename. Since your document is being saved as a regular DOS text file—not as an Ensemble document—you must give the document a legal DOS filename (for the definitive word on DOS file names, see "Managing Files and Directories" in Chapter 5 of the User's Guide). 
4. Click Save. GeoWrite saves a separate text version of your document, leaving your actual document unaffected.

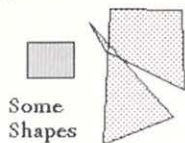


**Ensemble won't accept any illegal DOS filename characters that you type—it'll just beep.**

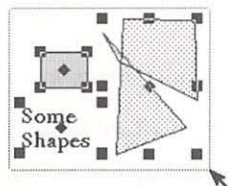
You can “fuse” and “defuse” a group of objects within GeoDraw. When you fuse objects, you combine a bunch of separate objects into a single object that you can then size, position, and rotate as though it were a single shape. Then, when you want to manipulate the objects individually again, defuse the collective object to split it into its component objects.

The fuse feature also gives you a way to stretch and distort a block of text.

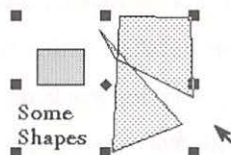
# How to fuse some objects together...



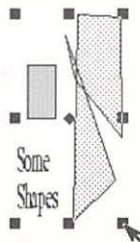
First, select all the objects.



Then choose Fuse Objects from the Edit menu.



The fused object can then be distorted by dragging its handles.



## TO FUSE OBJECTS...

1. Select the objects that you want to fuse. It's important that they all be selected at the same time. You can either drag a dotted selection rectangle to select them, or hold down **Ctrl** and click them all individually.
2. Choose Fuse Objects from the Edit menu. The separate objects fuse into a single object, with a single set of handles.
3. You can drag one of the handles to resize the newly fused object. While the objects are fused, however, you can't change the line, area, or text properties (you'll have to defuse the object first).

## TO DEFUSE AN OBJECT...

1. Select the object. It must be an object that was previously fused.
2. Choose Defuse Object from the Edit menu. The object is split into its component objects. (Note that if you've sized or rotated the fused object, the component objects will be returned to their original size and orientation.)

## TO STRETCH TEXT...

1. Use the Arrow pointer tool—not the Text tool—to select the text block you wish to stretch.
2. Choose Fuse Objects from the Edit menu. The text is fused to itself, meaning that it becomes a "shape," instead of a text block.
3. Grab any of the side handles and drag. The text distorts as you drag.

You can't edit the text while it is fused (since it is no longer a text block). Defuse text when you want to edit it. The distorted text will return to being a text block in its original size and form.

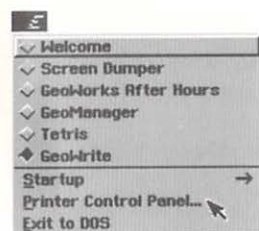
Printing takes time. If you print a lot of documents in succession you probably don't have the time to sit around waiting for your printer to finish printing one document before you tell it to print another. Rather than making you wait, Ensemble gives you a way to "stack up" a list of documents that you want to print. The printer just grabs the document at the top of the stack and starts printing, and as soon as the printer finishes that document, it starts printing the next one. And so on.

You can see the stack of documents currently printing (or waiting to print) via the Printer Control Panel. You can also change your mind and cancel the printing of any of the documents shown, including the one that's currently printing.



## TO SEE THE LIST OF DOCUMENTS WAITING TO PRINT...

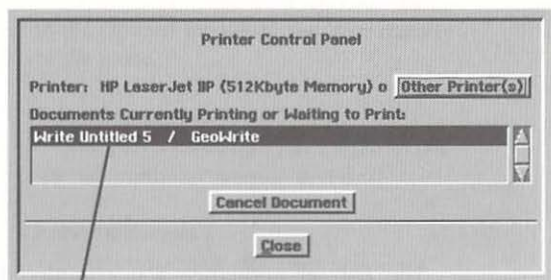
1. Choose Printer Control Panel from the Express menu. The Printer Control Panel appears.



The Printer Control Panel is tucked away in the Express menu...

2. The documents printing or waiting to print appear in the list in the middle of the Panel. You can scroll the list to see all of these documents. The ones at the top of the list print before the ones at the bottom—the one at the very top is the one currently printing.

3. If you have more than one printer attached to your system, click Other Printers to see any documents waiting to print on another printer.



The Panel shows what's currently printing on each printer connected to your computer. • The top document ● in the list of documents is the one currently printing. • Click Cancel Document to cancel the printing of a document. • Switch between the different printers by clicking Other Printers.

## TO CANCEL THE PRINTING OF A DOCUMENT IN THE LIST...

1. Choose Printer Control Panel from the Express menu. The Printer Control Panel appears.

2. Click to the name of the document in the list that you no longer want to print.

3. Click Cancel Document.

If the document is currently printing, it may continue for a little while before it stops.

The Banner appliance was completed too late to be included in the User's Guide. Except for a brief mention in the Troubleshooting, Tips, and Extra Features Guide, it's documented here for the first time.

The Banner appliance does one simple thing: It prints large, multipage banners you can hang on a wall, window, or whatever. It's easy to use and quick to master, so you should be creating huge signs with cool fonts and special effects in no time.

**TO START THE BANNER APPLIANCE...**

1. In the Ensemble Welcome screen, click Appliances. The Appliance screen appears.
2. In the Appliance screen, click Banner. The Banner appliance appears.

**TO MAKE A BANNER...**

1. Click the keyboard button in the upper-left corner. Type the text for your banner into the Banner Message box. After a short delay your message will appear in the sample banner.
2. Change the font or add a special effect by clicking the appropriate buttons and then clicking your choice on the menu that appears.
3. Click the printer button to actually print your banner. (The banner always prints with Low Print Quality to keep your printer from overheating—literally.)

Click these three buttons to

- Enter text.
- Change the banner's font.
- Add some sort of special effect.

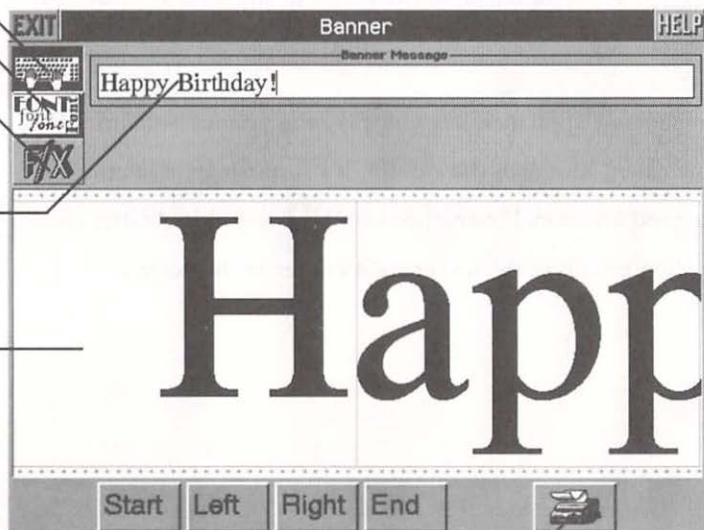
Type the text for your banner in the Banner Message box.

This sample banner shows how the finished product will look.

These four buttons move the sample banner left and right, so that you can see how the entire banner looks.

Click the printer to actually print your banner.

(The banner always prints in Low Print Quality.)



The Solitaire appliance and Professional Solitaire, although not new to Ensemble version 1.2 (they were also included in version 1.0), were never documented in the User's Guide. So, here they are.

The Solitaire appliance lets you play the famous Solitaire card game called Klondike (be careful, it's surprisingly addictive). If you need additional instructions on how to play Solitaire, click the Help button in the upper-right corner of the screen.



**TO START THE SOLITAIRE APPLIANCE...**

1. In the Ensemble Welcome screen, click Appliances to enter the Appliances screen.
2. Click Solitaire. The Solitaire appliance starts.
3. To play, drag cards from one stack to the next by placing the pointer over the card you want to move, pressing and holding down the left mouse button to "pick up" the card, and moving it to the appropriate stack. (If the card can't legally be placed on that stack, it will bounce back to the original stack.)

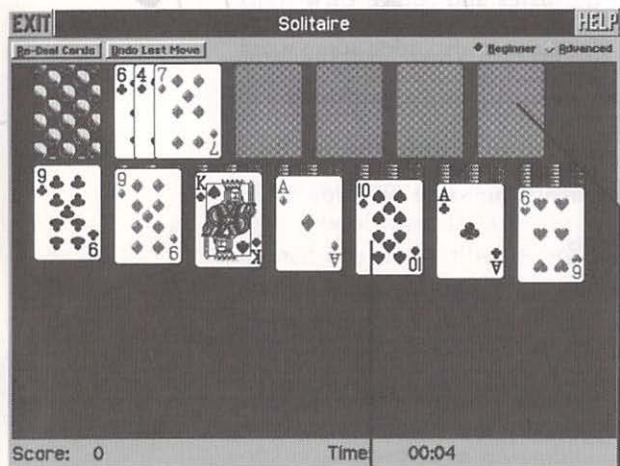
**PROFESSIONAL SOLITAIRE**

Solitaire is also available in the Professional Workspace with some features not found in the Appliance version. For instance, you can change the design on the card backs, use Vegas scoring, and select a one- or three-card draw.

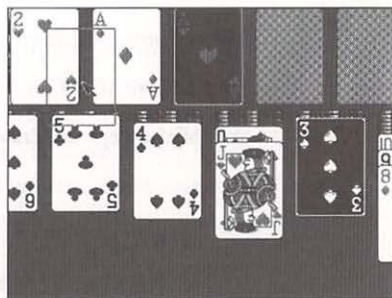
However, the biggest advantage of Professional Solitaire over the Solitaire appliance is that you can multitask it with other, more productive applications. You can take a break while writing a report by playing a quick game (or two).

**TO START PROFESSIONAL SOLITAIRE...**

In the World directory, double-click the Solitaire icon. The Professional Solitaire window appears.



Drag cards from the lower seven stacks to the upper four stacks. When you've pulled off all the cards, you've won. If you've never played before, be sure to select Beginner in the upper-right corner.



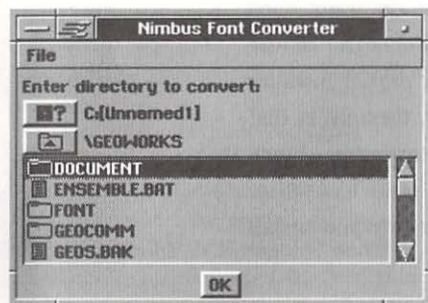
If you have no idea how to play Solitaire, start at the Beginner level. Every time you pick up a card, the places where you can put it turn black. If that card doesn't fit anywhere, nothing turns black. Simple.

There are an awful lot of different font formats out there. Ensemble uses a format based on a specific driver known as "Nimbus Q," which is designed to work with fonts produced by the URW type foundry in Germany. (The term "foundry" stems from long ago when fonts were minted from lead in an actual foundry.)

If you happen to have other URW fonts that you want to use with Ensemble, you can run them through the Nimbus Font Converter. The font converter translates and copies URW fonts into Ensemble's internal font directory. It also adds some extra information to the file to improve the font's performance. These fonts will then appear in the Fonts menu, and you'll be able to use them in your documents the same way you'd use any of the regular Ensemble fonts.

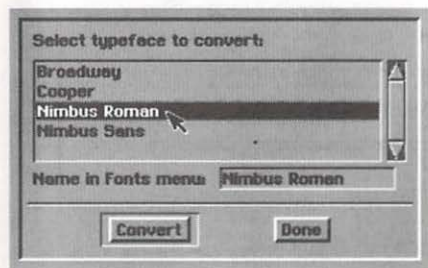
**TO CONVERT A FONT...**

1. Start the Font Converter by opening the Extras directory (found in the World directory) and double-clicking the Nimbus Font Converter icon. A dialog box with a list of directories appears.



2. Locate the directory containing the fonts you would like to convert. Double-click to open it. You may have to move through several directories or even look on another disk to find the proper directory.

3. When you've found the directory containing the fonts you'd like to convert, click OK.



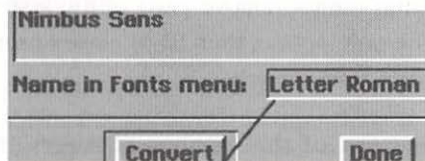
Another dialog box appears with the fonts listed by their Nimbus font names instead of their DOS file names. If there are several variations of one font in the directory (for example, a file containing Roman Book, one for Roman Italic, and

another for Roman Bold) all the files will be listed under one font name ("Roman").

4. Select the font name that you would like to convert.

5. You can type in a *new name* for the font. This is the name that will appear in the Fonts menu of GeoWrite or GeoDraw.

As you type in a new name for the font, the name of the font in the list changes also. This name change is used in Ensemble only—the name of the font in the original file is not changed.



The name you enter is the name that appears on the Fonts menu.

6. Click Convert. The font you selected is converted to PC/GEOS format and its new name—if you typed one in—is added to the font menus of GeoDraw and GeoWrite.

7. Click Done when there are no more fonts that you want to convert. Choose Exit from the File menu to exit the Font Converter.

8. At this point you're asked to restart PC/GEOS so that the new fonts can take effect. Click Yes if you'd like your changes to take effect immediately.



If you click OK while in a directory that contains no convertible fonts, you get the message "No valid font files were found".

GeoWorks Ensemble takes up a lot of space on your hard disk. One way to remedy this is to install fewer parts of the system (Setup gives you the option of doing a partial installation). The problem with this particular remedy, though, is that it doesn't help you if you've *already* installed Ensemble—since Setup cannot remove parts of the system from your hard disk. The only option, then, is to erase Ensemble entirely and install again from scratch.

Because of the number of directories and subdirectories created during installation, removing them with the DOS `del` and `rmdir` commands is a long and arduous task. So we've included a program called `UNINSTAL.EXE` that removes all the GeoWorks Ensemble files and directories from your hard disk quickly and easily.

Make sure of two things before you run `UNINSTAL.EXE`:

- `UNINSTAL.EXE` will only run in the directory that contains the GeoWorks Ensemble system files. If you try to run `UNINSTAL.EXE` from another directory, you will get the message: "UNINSTAL only runs in the directory in which you installed Ensemble."

To run `UNINSTAL.EXE`, type these commands at the DOS prompt:

```
c:
cd\geoworks
uninstal
```



The Screen Dumper application is what you use to "snap a picture of"—or, in the industry lexicon, "capture"—an Ensemble screen. Screen Dumper places this image into a file, which you can then import into another program, such as GeoDraw. While Screen Dumper is a little trickier to use than your average Ensemble application, you'll probably find it more useful than off-the-shelf DOS screen capture programs for three reasons:

1. Screen Dumper understands that an Ensemble screen is made up of smaller windows, and lets you easily capture just one of these windows if you want.
2. It can save these images in several popular formats: PostScript, PC-Paintbrush ("PCX"), and TIFF.
3. Most of the off-the-shelf products don't work with Ensemble.

A couple of important notes before you begin: Screen Dumper has the distinction of being one of the only Ensemble program that's really and truly modal. This means that while you're issuing commands to capture a screen, all other applications are completely frozen (unresponsive). This can be a little disconcerting at first.

Also, when capturing PostScript-format files, Screen Dumper doesn't include a screen image along with the PostScript instructions. This means that, while the image prints out normally, most other programs (Aldus PageMaker, etc.) will show you a gray box (with a name in it) in lieu of the image.

## USING SCREEN DUMPER

### TO START SCREEN DUMPER...

1. In GeoManager's WORLD directory double-click the EXTRAS directory icon. The EXTRAS directory window appears.
2. Double-click the Screen Dumper icon. The Screen Dumper window appears.

Because Screen Dumper won't work at all if your text cursor blinks, the first thing Screen Dumper does is ask you if it can stop the cursor from blinking. Click Yes.

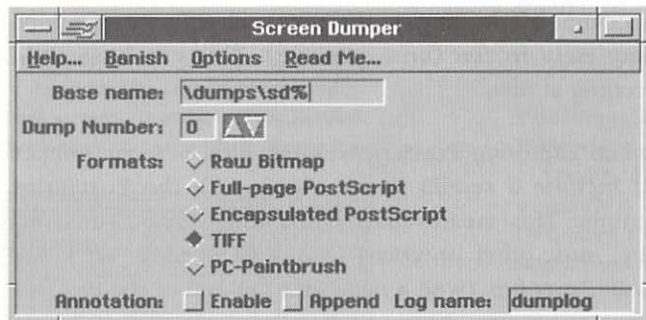
You can set the cursor blinking again when you're done using the Screen Dumper. Choose Enable Blinking Cursor Again from the Options menu—Screen

Dumper will turn on text cursor blinking (after you restart Ensemble, that is).

3. Set the Dump Name, Dump Number and other options.

### TO EXIT SCREEN DUMPER...

Double-click the control button in the upper-left corner of the Screen Dumper window.



The main window for the Screen Dumper. You can capture screens even if the window isn't visible. • Change the Base Name if you want the files you create to be identified by something more specific than "DUMP." • Screen Dumper creates the file name (for the screen capture) by substituting the Dump Number for the percent sign ("%") in the Base Name. (The first capture will be saved as DUMP00, the second as DUMP01, etc.) • Enable turns on the screen capture log. • Append adds new log entries to the end of the current screen capture log. • Banish hides the Screen Dumper window. (To get it back, press **Ctrl** + **Shift** + **Tab**, then press **F1**.)

## SETTING THE POSTSCRIPT OPTIONS

Choose one of the two PostScript options (Full-Page PostScript or Encapsulated PostScript), and then choose PostScript from the Options menu. The PostScript dialog box appears.

**Image Name:** This name appears on the blank box that represents the PostScript image within desktop publishing programs (such as PageMaker). The name serves only to document the contents of the screen capture file; it has no effect on the image itself, or on the name of the file in which the image is placed.

**Color:** Choose the color model best suited for the equipment that you will use to print the images. Use RGB if you will be viewing the images on a color monitor, while CMYK is better for color printers. Grayscale is best for black and white printers and monitors. ⑩

**Number of Copies:** You can have the printer make several copies of each capture. This is faster than printing the

image multiple times, but *every* time you print the file you'll get this many copies.

**Orientation:** Choose Portrait if you want the image printed normally. Choosing Landscape makes the image print out sideways—useful for printing full screens, as this is closer to the aspect ratio (width to height ratio) of a monitor than *Portrait*.

**Width, Height:** This is the size (in inches) of the image. Note that Width and Height are always relative to the image, not the page orientation. Your image will appear this size when you print even if it has to be stretched to fit, there being no way to have Screen Dumper automatically size the Width and Height to match the image.

**Paper Size:** This is the size of the paper on which you'll print the image. The image will be centered within this space.



Both RGB and CMYK use PostScript color extensions (the colorimage operator). If your printer doesn't support this, choose Grayscale, or you'll get an error when you print the document.

## SETTING THE TIFF OPTIONS


Choose TIFF from the Options menu. The TIFF dialog box appears.


**Capture Color As:** When capturing a color screen to a TIFF file, the colors can be placed in the file as-is, or converted to sixteen-level grayscale. This option has no effect if you're capturing a monochrome screen.

**Image Compression:** This option isn't yet supported.


## ACTUALLY CAPTURING SOMETHING

### TO CAPTURE THE ENTIRE SCREEN...

1. Make sure that you've set all the proper options—Base Name, Dump Number, Formats, etc.
2. Press **[Shift] + [PrtSc]**. Or, press **[Ctrl] + [Shift] + [Tab]**. This freezes everything temporarily and puts you into "control mode."  Press **[F8]** to capture the screen.
3. If Annotation is on, a dialog box will appear so that you can enter a description of what you just captured.

 "Going into control mode" means that Screen Dumper completely takes control of your computer, and all you can do are Screen Dumper commands. You can still move the pointer around on the screen, but it will return to its original position when you exit control mode (which you can do at any time by pressing **[Esc]**).

### TO CAPTURE A PARTICULAR WINDOW...

1. Make sure that you've set all the proper options—Base Name, Dump Number, Formats, etc.
2. Press **[Ctrl] + [Shift] + [Tab]**. This freezes everything temporarily and puts you into "control mode." 
3. Position the pointer on the title bar of the window you wish to capture.  
This is important. When you capture a window, Screen Dumper captures the window that is *directly* under the pointer. But there's a catch: in many cases, windows are built up from several little windows that don't *look* like windows. If you put the pointer on one of these, that's all you get. Putting the pointer on the title bar avoids this problem.

4. Press **[F3]** to capture the window without the pointer, or press **[F4]** to capture both the window and the pointer.
5. If Annotation is on, a dialog box will appear so that you can enter a description.  
If your keyboard has the extended function keys, you can simply press **[F11]** to get the window by itself or **[F12]** to get the window and pointer, without ever entering control mode.



**TO CAPTURE ONLY A PORTION OF THE SCREEN...**

You don't have to capture an entire window if all you need is a tiny little portion of it.

1. Enter Screen Dumper control mode by pressing **Ctrl** + **Shift** + **Tab**.
2. Press **F5** to show the "capture rectangle". This rectangle outlines the area of the screen that will be captured. Change the size and position of the capture rectangle with the arrow keys.
3. Press **F6** to capture everything on the screen within the capture rectangle.

Screen Dumper remembers the current capture rectangle, so you only need to enter control mode and press **F6** to capture the same area again.

**TO EXIT CONTROL MODE...**

Screen Dumper automatically pops you out of control mode and "thaws" your computer after you capture something (by pressing **F6**, **F8**, **F11**, or **F12**). If you enter control mode and change your mind, you can escape by pressing **Esc**.

**MANIPULATING THE CAPTURE RECTANGLE**

Moves capture rectangle one pixel up	<b>↑</b>
Moves capture rectangle one pixel down	<b>↓</b>
Moves capture rectangle one pixel right	<b>→</b>
Moves capture rectangle one pixel left	<b>←</b>
Enlarge capture rectangle one pixel in arrow's direction	<b>Shift</b> + <b>arrow</b>
Shrink capture rectangle one pixel in arrow's direction	<b>Shift</b> + <b>Ctrl</b> + <b>arrow</b>

To speed things up, you can perform any of the above operations eight pixels at a time instead of just one pixel at a time. Just hold down the **Alt** key while pressing down any of the key combinations.

















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